

# DEPARTMENT OF TRANSPORTATION STATE OF GEORGIA

## INTERDEPARTMENT CORRESPONDENCE

March 1, 2016

**RFQ #:** 484-012116, Contract 1  
**RFQ Title:** Program Management Services for the Bridge Program  
**FROM:** Curtis Scott, Transportation Services Procurement Manager  
**TO:** Treasury Young, Procurement Administrator  
**SUBJECT:** Ranking Approval

The Office of Procurement's Transportation Services Procurement Section has reviewed and evaluated Statements of Qualifications, Technical Approach, and Past Performance for the above referenced project.

Attached for your review is one (1) set of the following:

- Advertisement and all Addendums
- Consultants' Submission Prescreening Checklist – Phase I
- GDOT Guide for Selection Committee Members (Phase I and II)
- Selection Committee Ratings for Top Respondents – Phase I
- Selection Committee Comments for Top Respondents – Phase I
- Selection of Finalists Notification and Notice to Selected Finalists
- Consultants' Submission Prescreening Checklist – Phase II
- Selection Committee Overall Ratings for Phase I and Phase II
- Selection Committee Comments for Finalists – Phase II
- Past Performance Reference Checks and any available additional documentation
- Verification of Non-Debarment from SAM Website for Intended Awardee
- Prequalification Certificate for Intended Awardee

The three (3) highest firms in order of ranking are as follows:

1. **AECOM Technical Services, Inc.**
2. **Moreland Altobelli Associates, Inc.**
3. **Gresham, Smith and Partners**

The Selection Committee recommends the selection of the top ranked firm, **AECOM Technical Services, Inc.**

Concurrence with Award from Responsible Division Director:

Certification Procurement Requirements Met:

  
Joe Carpenter, Division Director of P3/Program Delivery

  
Treasury Young, Procurement Administrator

CS:mlh

Attachments



# **Georgia Department of Transportation**

## **Request for Qualifications**

### **To Provide**

**Bridge Program Management / Traffic Operations and Safety Program  
Management Services**

**RFQ-484-012116**

**Qualifications Due: January 21, 2016**

**Georgia Department of Transportation  
One Georgia Center  
600 West Peachtree Street, NW  
Atlanta, Georgia 30308**

## REQUEST FOR QUALIFICATIONS

484-012116

### Bridge Program Management / Traffic Operations and Safety Program Management Services

#### I. General Project Information

##### A. Overview

The Georgia Department of Transportation (GDOT) is soliciting SOQs from qualified firms to provide On-Call Environmental for State Funded Services. The resulting contracts may only be used for services which are 100% state funded.

This Request for Qualifications (RFQ) seeks to identify potential providers for the Scope of Services for each project/contract listed in Exhibit I. Firms that respond to this RFQ, and are determined by GDOT to be sufficiently qualified, may be deemed eligible, and invited to offer technical approach and/or possibly present and/or interview for these services. All respondents to this RFQ are subject to instructions communicated in this document, and are cautioned to completely review the entire RFQ and follow instructions carefully. GDOT reserves the right to reject any or all Statements of Qualifications or Technical Approach, and to waive technicalities and informalities at the discretion of GDOT.

##### B. IMPORTANT- A RESTRICTION OF COMMUNICATION IS IN EFFECT FOR THIS PROJECT.

From the advertisement date of this solicitation until successful respondents are selected and the award is made official and announced, firms are not allowed to communicate about this solicitation or scope with any staff of GDOT including the Commissioner and GDOT Board Members, except for the submission of questions as instructed in the RFQ, or with the contact designated in **RFQ Section VIII.C.**, or as provided by any existing work agreement(s). For violation of this provision, GDOT reserves the right to reject the submittal of the offending respondent.

##### C. The Georgia Department of Transportation Board has adopted a 15% overall annual goal for DBE participation on all federally funded projects. This goal is not to be considered as a fixed quota, set aside or preference. The DBE goal can be met by prime contracting, sub-contracting, joint-venture or mentor/protégé relationship.

Georgia Department of Transportation will monitor and assess each consultant services submittals for their DBE participation and/or good faith effort in promoting equity and opportunity in accordance with the state of Georgia, Department of Transportation Disadvantage Business Program Plan.

For more information on the GDOT DBE Program please contact:

Georgia Department of Transportation  
Equal Opportunity Division  
One Georgia Center, 7<sup>th</sup> Floor  
600 West Peachtree Street, NW  
Atlanta, Georgia 30308  
Phone: (404) 631-1972

##### D. Scope of Services

Under the terms of the resulting Agreements, the selected consultants will provide Bridge Program Management / Traffic Operations and Safety Program Management services, for the GDOT Project identified. The anticipated scope of work for the project/contract is included in **Exhibit I and Exhibit II.**

## E. Contract Term and Type

GDOT anticipates two (2) On-Call Indefinite Delivery, Indefinite Quantity contracts to be awarded to (2) firm, for each project/contract identified. GDOT anticipates that the Contract Type will be paid via Firm Fixed Price and/or Cost Plus Fixed Fee methodology. As an On-Call Indefinite Delivery, Indefinite Quantity contract(s), the Agreements will remain in effect for five (5) years.

## F. Contract Amount

The On-Call, Indefinite Delivery Indefinite Quantity contract(s) will have a minimum of Twenty-Five Thousand Dollars (\$25,000.00) and a maximum of Twenty-Five Million Dollars (\$25,000,000.00). GDOT reserve the right to modify the estimated maximum allowable cost if necessary during negotiation process.

**NOTE: Due to the usage of State funds for these contracts, the prime and subconsultants indirect cost rates established in accordance with the FAR cost principles (as specified in 48 CFR 31) will be used up to the maximum indirect cost rates of 150% for the purposes of contract estimation, negotiation, administration, reporting, and contract payment.**

## II. Selection Method

### A. Method of Communication

All general communication of relevant information regarding this solicitation will be made via the Georgia Procurement Registry (GPR) under RFQ-484-012116. All firms are responsible for checking the GPR on a regular basis for updates, clarifications, and announcements. GDOT reserves the right to communicate via electronic-mail with the primary contact listed in the Statements of Qualifications. Other specific communications will be made as indicated in the remainder of this RFQ.

### B. Phase I - Selection of Finalists

Based on the Statements of Qualifications submitted in response to the projects/contracts listed in this RFQ, the Selection Committee will review the **Experience and Qualifications** and **Resources and Workload Capacity** listed in **Section IV. Selection Criteria for Phase I**. The Selection Committee will discuss the top submittals and the final rankings of the top submittals will be determined. From the final rankings of the top submittals, the Selection Committee will identify three (3) to five (5) firms which will be shortlisted.

All firms must meet the minimum requirements as listed in **Section IV.A.** below.

### C. Finalist Notification for Phase II

Firms selected and shortlisted as finalists will receive notification and final instructions from GDOT regarding the **Phase II – Technical Approach and Past Performance** response.

### D. Phase II - Finalists Response on Technical Approach and Past Performance

GDOT will request a written proposal of the three (3) to five (5) finalist firms for each project/contract. GDOT reserves the right to request a presentation/interview on any project/contract as determined in its best interests; however, this additional requirement shall typically be reserved for the most complex projects. Each finalist firm shall be notified in writing and informed of the proposal due date. Any additional detailed proposal instructions and requirements, beyond that provided in **Section V. Selection Criteria for Phase II**, for the finalists will be provided in the Finalist Notification. All members of the Selection Committee will review the written proposal (and will attend the presentation/interview if so chosen). **Firms shall not address any questions, prior to the award announcement, to anyone other than the designated contact.**

### E. Final Selection

Final selection will be determined by carrying the scores from **Phase I** forward for each Finalist and by evaluating the **Technical Approach** and **Past Performance** criteria for **Phase II**. The Selection Committee will discuss the Finalist's Phase II Responses and the final rankings will be determined.

Should a tie exist for the highest ranking firm on any specific contract/project, and qualifications appear to be equal, the Selection Committee shall proceed in the following order:

1. Defer to O.C.G.A. §50-22-4(b) which states that "persons who maintain an office in Georgia shall be given preference when qualifications appear to be equal" and award to the firm who maintains an office in Georgia.
2. If multiple firms tied for the highest ranking maintain an office in Georgia, GDOT shall defer to the sum of the individual points and the award shall be made to the finalist with the highest sum.

Negotiations will then be initiated with the top-ranked firm(s) to finalize the terms and conditions of the contract(s), including the fees to be paid. In the event a satisfactory agreement cannot be reached with the highest-ranking firm(s), GDOT will formally terminate the negotiations and possibly enter into negotiations with the second highest-ranking firm, and so on in turn until a mutual agreement is established and GDOT awards a contract. The final form of the contract shall be developed by GDOT.

### III. Schedule of Events

The following Schedule of Events represents GDOT's best estimate of the Schedule that will be followed. All times indicated are prevailing times in Atlanta, Georgia. GDOT reserves the right to adjust the Schedule as GDOT deems necessary.

PHASE I	DATE	TIME
a. GDOT issues public advertisement of RFQ -484- 012116	12/10/2015	-----
b. Deadline for submission of written questions and requests for clarification	1/7/2016	2:00 PM
c. Deadline for submission of Statements of Qualifications	1/21/2016	2:00 PM
d. GDOT completes evaluation and issues notification and other information to finalist firms	TBD	
PHASE II		
e. Deadline for submission of written questions from finalists	TBD	2:00 PM
f. Phase II Response of Finalist firms due	TBD	TBA

### IV. Selection Criteria for Phase I - Criteria for Evaluation of Statements of Qualifications

#### A. Area Class Requirements and Certification

Presented teams must be prequalified in the indicated Area Class(es) in order to be evaluated. Required proof of prequalification shall be submitted as indicated in **Section VI.B.4.** below. All Submittals will be pre-screened to verify that the Prime consultant has the required Area Class(es) and that the overall team has the required Area Class(es). Any submittal in which the Prime consultant or the overall team area class requirements are not met will be disqualified from further consideration.

Each submittal will require a certification to allow the Department to analyze risks in determining if any Firm should be ineligible for award. The certification shall cover a wide variety of information. Any firm which responds in any potentially concerning manner must provide additional information as directed herein for consideration by GDOT to determine if Firm is eligible for award.

**B. Program Manager, Key Team Leader(s) and Prime's Experience and Qualifications – 30%**

The Selection Committee will evaluate all firms on their Experience and Qualifications, which shall account for a total of thirty (30%) percent of the total evaluation. **The following criteria for scoring Phase I of the evaluation will be utilized to determine which firms are shortlisted:**

1. Program Manager education, registration, relevant engineering experience, relevant project management experience, experience in utilizing GDOT specific processes, manuals, or guidance.
2. Key Team Leaders' education, registration, relevant technical experience, and relevant experience in utilizing GDOT specific processes, manuals, or guidance.
3. Prime Consultant's experience:
  1. Delivering "On-Call" contracts.
  2. Managing multiple projects of similar complexity, size, scope, and function.
  3. Experience managing internal and sub-consultant resources to adequately staff projects on an as-needed basis.

**C. Additional Resources and Challenges– 15%**

The Selection Committee will evaluate all firms on their Additional Resources and approach to addressing challenges which shall account for a total of fifteen (15%) percent of the total evaluation. **The following criteria for scoring the Resources will be utilized to determine which firms are shortlisted:**

1. Identify additional resources, outside of the Program Manager and Key Team Leaders, providing a brief description of the resource.
2. Describe how the additional resources identified will help address challenges.
3. A resume reflecting an expedited approach to delivery and/or quality.

**D. Volume of Work Previously Awarded by GDOT– 5%**

GDOT will consider the dollar amount of GDOT contracts awarded to the Prime Consultant during the last eighteen(18) months and will assign ratings as follows:

\$0.00 to \$500,000.00 awarded =	Excellent
\$500,000.01 to \$999,999.99 awarded =	Good
\$1,000,000.00 to \$1,999,999.99 awarded =	Adequate
\$2,000,000.00 to \$2,999,999.99 awarded =	Marginal
\$3,000,000.00 or greater awarded =	Poor

**V. Selection Criteria for Phase II - Criteria for Evaluation of Technical Approach and Past Performance****A. Technical Approach – 40%**

The Selection Committee will evaluate the shortlisted firms (Finalists) on their Technical Approach, which shall account for a total of forty (40%) percent. The Selection Committee shall utilize the following additional criteria for scoring Phase II of the evaluation to determine the highest ranked/most qualified (**NOTE: Scores from Phase I will be carried forward and combined with the scores from the Phase II to determine the final ranking of Finalists**):

1. Technical approach to managing on-call contracts.
2. Technical approach to assigning and managing services performed by sub-consultants.
3. Technical approach to managing uncertain workload and staffing needs.
4. Provide any specific qualifications, skills, or knowledge which your firm has which could benefit the contract and subsequent projects.

**B. Past Performance – 10%**

The Selection Committee may consider information provided via references provided for relevant projects, knowledge any selection committee member has of performance on relevant projects, and performance evaluations or knowledge presented on GDOT projects. The Selection Committee will consider all factors in their totality and score from 0 to 10 when arriving at a final score for the Past Performance.

**VI. Instructions for Content and Preparation of Statements of Qualifications – Phase I Response**

The Statements of Qualifications submittal must be submitted in accordance with the instructions provided in Section VIII, and must be **organized, categorized using the same headings (in red), and numbered and lettered** exactly as outlined below, and must be responsive to all requested information. For the sections in which page number limits are stated, each section with a stated limit must begin on a new page and end on the last page allowed for the section. It is not allowed to begin new sections on a page allowed for a previous section, if applicable. This will enable the Department to ensure compliance with the page limitations.

**Cover page –** Each submittal must have a separate cover page for each copy of each submittal and each must list the RFQ#, RFQ Title, proposing firm's full legal name and the specific project contract being submitted on to include the Project Numbers, PI Numbers, County(ies), and Description.

**A. Administrative Requirements**

**It is required to submit the information below for each copy of each submittal. This is general information and will not be scored but may be used to determine eligibility for selection.**

1. Basic company information:
  - a. Company name.
  - b. Company Headquarter Address.
  - c. Contact Information - Name and all contact information (telephone number(s) and e-mail address) of primary proposing contact (this will be the individual with whom the Department will direct all communications).
  - d. Company website (if available).
  - e. Georgia Addresses - Identify and provide addresses for the offices located in the State of Georgia.
  - f. Staff - List the number and disciplines of staff members employed in each office in the State of Georgia.
  - g. Ownership - Provide form of ownership, including state of residency or incorporation, and number of years in business. Is the Offeror a sole proprietorship, partnership, corporation, limited liability Corporation, or other structure?
2. Certification Form - Complete the Certification Form (*Exhibit "II" enclosed with RFQ*), and provide a notarized original within the firm's Statement of Qualifications. This is to be submitted for the Prime **ONLY**.
3. Georgia Security and Immigration Compliance Act Affidavit – Complete the form (*Exhibit "III" enclosed with RFQ*), and provide a notarized original within the firm's Statement of Qualifications. This is to be submitted for the Prime **ONLY**.
4. Addenda - Signed cover page of any Addenda issued for the Prime **ONLY**.

**B. Experience and Qualifications**

1. Program Manager - Provide information pertaining to the program manager, including but not limited to:
  - a. Education.
  - b. Registration (if necessary and applicable.)
  - c. Relevant engineering experience.
  - d. Relevant program management experience for projects of similar complexity, size, scope, and function (no more than five (5) projects).
  - e. Relevant experience utilizing GDOT specific processes, manuals, or guidance (Plan Development Process, Design Policy, Environmental Procedures Manual, etc.).

**This information is limited to two (2) pages maximum.**

2. Key Team Leaders - Provide experience of Key Team Leaders (defined as those individuals who oversee project areas determined as particularly important to each specific project, refer to the Project Description in **Exhibit I and Exhibit II, specifically Section 7** for the list of Key Team Leaders for each Project). For each Key Team Leader identified provide:
  - a. Education.
  - b. Registration (if necessary and applicable.)
  - c. Relevant experience in the applicable resource area (on no more than three (3) of the most relevant projects).
  - d. Relevant experience utilizing GDOT specific processes, manuals, or guidance (PDP, Design Policy, Environmental Procedures Manual, etc.) which are specific to the key team leader's area.

**This information is limited to one (1) page maximum for each Key Team Leader identified in Section 7 of each Exhibit I. Respondents submitting more than one (1) page for each Key Team Leader identified will be subject to disqualification. Respondents who provide more Key Team Leaders than what is outlined in the requirement will be subject to disqualification as this would provide an advantage over firms who complied with the requirement and had the required number of Key Team Leaders. Respondents who do not provide the required Key Team Leaders will be subject to disqualification as this does not meet the requirements of the project and therefore would deem the respondent and its team unqualified for the award.**

3. Prime Experience - Provide information on the prime's experience and ability in delivering effective services for projects of similar complexity, size, scope, and function. Describe no more than five (5) projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to provide services for GDOT. For each project, the following information should be provided:
  - a. Client name, project location and dates during which services were performed.
  - b. Description of overall project and services performed by your firm.
  - c. Duration of project services provided by your firm, and overall project budget.
  - d. Experience delivering on-call contracts which shall also include managing multiple projects of similar complexity, size, scope and function and managing internal and sub-consultant resources to adequately staff projects on an as-needed basis.
  - e. Experience utilizing GDOT specific processes, manuals, or guidance (PDP, Design Policy, Environmental Procedures Manual, etc.)
  - f. Client(s) current contact information including contact names and telephone numbers.
  - g. Involvement of Key Team Leaders on the projects.

**This information is limited to two (2) pages maximum.**

4. Area Class Summary Form and Notice of Professional Consultant Qualifications - Prime Consultants are defined as the firm submitting the Statement of Qualifications and the firm with whom GDOT will contract. The Team is defined as the Prime Consultant and their sub-consultants, who are considered team members. Prime Consultants and their sub-consultant team members must meet the Area Class requirements listed in Exhibit I for each project on which they apply. In regards to the required Area Classes, for each project/contract on which they apply, respondents should submit a summary form (example provided in Exhibit IV) which details the required area classes for the Prime Consultant and all sub-consultants or joint-venture of consultants on the team listed in the Statement of Qualifications. The area classes and firm's meeting the area classes listed on the summary form must meet all required area classes or the team will be disqualified. If a team member's prequalification will expire prior to the due date of the SOQs, documentation must be provided which shows that the firm has submitted its application for prequalification prior to the SOQ due date. The team must maintain its prequalification certification in order to be considered eligible for award if selected. **Additionally, respondents should submit the Notice of Professional Consultant Qualifications (for the Prime Consultant and all sub-consultants for each project) issued by GDOT and attach after the Area Class summary form.**

**This information is limited to the one page for the Area Class table (unless the project needs require an extensive list of area classes) and the required Notice of Professional Consultant Qualifications.**



### C. Additional Resources and Challenges

1. Overall Resources - Provide information regarding the overall resources dedicated to delivering the specific project, including:
  - a. Organizational chart which identifies the Program Manager, Prime, Key Team Leaders, support personnel, and reporting structure.
  - b. Primary Office - Identify and discuss the primary office which will be responsible for handling the specific project and the number and types of staff within the office and how this office could benefit the project and promote efficiency.
  - c. Narrative on Additional Resource Areas and Ability – Respondents are also allowed one (1) page to provide information regarding additional resource areas identified as important to the project, to discuss how the key areas will integrate and work together on the project, to discuss any information which is pertinent to these areas, to provide a narrative regarding how the organization of the team, including the PM and Key Team Leaders can deliver the project. Respondents may discuss the advantages of the team and the abilities of the team members which will enable the project to move as expeditiously as possible. **Respondents submitting more than the one (1) additional page allowed will be subject to disqualification.**
  - d. Identify additional resources – Respondents are allowed to provide up to one (1) resume, outside of the Program Manager and Key Team Leaders, providing a brief description of the resource and describe how the additional resources identified will reflect an expedited approach to delivery and/or quality. **Respondents submitting more than the one (1) page allowed will be subject to disqualification.**

### D. Volume of Work Previously Awarded by GDOT

Complete a table similar to the Table provided as Exhibit V, entitled Work Previously Awarded to Prime for Previous 18 months (prior to month of Bid Due Date.) The table may differ slightly from the table provided at the respondents discretion so long as the information provided is at least the same as required in Exhibit V. This table should detail GDOT project IDs and contract numbers, contract execution dates, contract amounts, and the amount of the contract performed by sub-consultants, at a minimum. The amount of work awarded and performed by the prime will be the number used for evaluation purposes. For IDIQ On-Call or multi-phase project specific contracts, list the master contract once and provide the total amount of all awarded task orders and the amounts awarded to sub-consultants.

## VII. Instructions for Preparing Technical Approach and Past Performance Response – Phase II Response

The following information will only be requested of the shortlisted firms. The Selection Committee will evaluate the shortlisted firms using the information provided as requested below (NOTE: Scores from Phase I will be carried forward to Phase II). Please note that each project/contract will follow an individual schedule which meets the availability of each Selection Committee. For this reason, the Notice to Finalists and resulting Phase II responses may be on different schedules for each project/contract. If a firm is a Finalist on multiple projects/contracts, the Phase II responses should be considered as separate responses which shall be prepared and submitted separately.

The Phase II response must be submitted in accordance with the instructions provided in Section IX, and must be **organized, categorized using the same headings (in red), and numbered and lettered** exactly as outlined below, and must be responsive to all requested information. For the sections in which page number limits are stated, each section with a stated limit must begin on a new page and end on the last page allowed for the section. It is not allowed to begin new sections on a page allowed for a previous section, if applicable. This will enable the Department to ensure compliance with the page limitations.

**Phase II Cover page** – Each project/contract submittal must have a separate cover page for each copy of each Phase II submittal for each project/contract and each must indicate the response is for Phase II, list the RFQ#, RFQ Title, proposing firm's full legal name and the specific project contract being submitted on.

**A. Technical Approach**

Provide any unique technical approaches your firm offers relative to:

1. Managing on-call contracts.
2. Assigning and or managing services performed by sub-consultants.
3. Managing uncertain workload and staffing needs.
4. Any unique challenges of the project/contract and how your firm intends to mitigate these challenges, including quality control, quality assurance procedures.
5. Providing any specific qualifications, skills, knowledge of on-call contracts which may uniquely benefit the firm and project/contract.

**This information will be limited to a maximum of three (3) pages.**

**B. Past Performance**

**No additional information should be submitted to fulfill this requirement. Information from the relevant projects listed as well as information on file with the Department will be used to fulfill this requirement.**

Past performance may be evaluated through the checking of project references for the proposed project manager as well as the firm. The Department will check these references at random. For this reason, attention should be paid to the references provided to ensure that the contact information provided is accurate and the individual references are reachable. Other past performance information which may be utilized includes GDOT consultant performance ratings as well as knowledge that any member of the Selection Committee has pertaining to the past performance of the firm on any project.

**VIII. Instructions for Submittal for Phase I - Statements of Qualifications**

- A. For each project/contract which is being sought by the firm, there are two (2) submittals required. Submittal #1 must follow the format and meet the content requirements identified in **Section VI**, entitled **Instructions for Content and Preparation of Statements of Qualifications – Phase I Response**. Respondents must submit one original and five identical copies for all projects being sought. Submittal #2 is an electronic version of Submittal #1 which allows for GDOT to maintain the files electronically. The original and each copy of each Submittal #1 should be stapled separately. For each project/contract response, the original and each copy of Submittal #1 should be bound together using a binder clip or other similar fashion which allows the individual copies to be separated and distributed easily to Selection Committee Members. If a firm is responding to multiple projects/contracts, each separately bound project/contract may be submitted in a single package (boxed, enveloped, or other). See **Attachment 1** for a summary of how the submittals should be prepared.
- B. Submittals must be typed on standard (8½" x 11") paper. The pages should be numbered, however, submittal pages will be counted by section to determine compliance with page limits. Responses are limited to the page counts indicated in each section and should be double-sided using a minimum of size 11 font. Page counts will be determined by pages with print on them, not by the physical piece of paper. For example, a piece of paper which has print on both sides, shall be considered two pages while a piece of paper with print on only one side would be considered a single page. Each Statement of Qualifications shall be prepared simply and economically as indicated above. Fancy bindings, colored displays, and promotional materials are not desired. Emphasis must be on completeness, relevance, and clarity of content.

**NOTE:** Additional pages other than what has been specified above in each section **should not be included and will be grounds for disqualification.**

Submittals must be sealed in an opaque envelope or box, and reference **RFQ 484- 012116 and the words "STATEMENT OF QUALIFICATIONS"** must be clearly indicated on the outside of all of the envelopes or boxes. Statements of Qualifications **must be physically received by GDOT** prior to the deadline indicated in the Schedule of Events (*Section III of RFQ*) at the exact address below:

Georgia Department of Transportation (GDOT)  
Attention: Melissa Hannah  
Transportation Services Procurement  
One Georgia Center, 19<sup>th</sup> Floor  
600 West Peachtree Street, NW  
Atlanta, Georgia 30308

**No submittals will be accepted after the time and date set for receipt.**

Statements of Qualifications submitted via facsimile or e-mail will be rejected. All expenses for preparing and submitting responses are the sole cost of the party submitting the response. GDOT is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of GDOT. Labeling information provided in submittals "proprietary" or "confidential", or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

GDOT reserves the right, in its sole discretion, to waive any technicalities associated with this submittal if deemed in the best interest of the State.

**B. Questions and Requests for Clarification**

Questions about any aspect of the RFQ, or the project, shall be submitted in writing via e-mail to: **Melissa Hannah, e-mail: [mehannah@dot.ga.gov](mailto:mehannah@dot.ga.gov)**. The deadlines for submission of questions relating to the RFQ are the times and dates shown in the (**Schedule of Events- Section III**). From the issue date of this solicitation until a successful proposer is selected and the award is made official and announced, respondents are subject to the Restriction of Communication in **Section I.B**.

**IX. Instructions for Submittal for Phase II – Technical Approach and Past Performance Response**

**THESE INSTRUCTIONS ARE INTENDED SOLELY FOR THOSE FIRMS IDENTIFIED AND NOTIFIED AS FINALISTS. Final Instructions will be provided to the Finalists in the notification.**

**Please note that each project/contract will follow an individual schedule which meets the availability of each Selection Committee. For this reason, the Notice to Finalists and resulting Phase II responses may be on different schedules for each project/contract.**

- A. There are two (2) submittals required. Submittal #1 must follow the format and meet the content requirements identified in **Section VII**, entitled **Instructions for Preparing Technical Approach and Past Performance Response – Phase II Response**. Respondents must submit one original and five (5) identical copies. Submittal #2 is an electronic version of Submittal #1 which allows for GDOT to maintain the files electronically. The original and each copy of Submittal #1 should be stapled separately. The original and each copy of Submittal #1 should be bound together using a binder clip or other similar fashion which allows the individual copies to be separated and distributed easily to Selection Committee Members.
- B. Submittals must be typed on standard (8½" x 11") paper. The pages should be numbered, however, submittal pages will be counted by section to determine compliance with page limits. Responses are limited to the page counts indicated in each section and should be double-sided using a minimum of size 11 font. Page counts will be determined by pages with print on them, not by the physical piece of paper. For example, a piece of paper which has print on both sides, shall be considered two pages while a piece of paper with print on only one side would be considered a single page. Each Statement of Qualifications shall be prepared simply and economically as indicated above. Fancy bindings, colored displays, and promotional materials are not desired. Emphasis must be on completeness, relevance, and clarity of content.

**NOTE:** Additional pages other than what has been specified above in each section **should not be included and will be grounds for disqualification.**

- C. Submittals must be sealed in an opaque envelope or box, and reference **RFQ 484- 0121616 and the words "PHASE II RESPONSE"** must be clearly indicated on the outside of all of the envelopes or boxes. Statements of Qualifications **must be physically received by GDOT** prior to the deadline indicated in the Notice to Finalists at the exact address below:

Georgia Department of Transportation (GDOT)  
Attention: Melissa Hannah  
Transportation Services Procurement  
One Georgia Center, 19<sup>th</sup> Floor  
600 West Peachtree Street, NW  
Atlanta, Georgia 30308

**No submittals will be accepted after the time and date set for receipt.**

Responses submitted via facsimile or e-mail will be rejected. All expenses for preparing and submitting responses are the sole cost of the party submitting the response. GDOT is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of GDOT. Labeling information provided in submittals "proprietary" or "confidential", or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

GDOT reserves the right, in its sole discretion, to waive any technicalities associated with this submittal if deemed in the best interest of the State.

**D. Questions and Requests for Clarification**

Questions about any aspect of the Phase II Response for Finalists, shall be submitted in writing via e-mail to: **Melissa Hannah, e-mail: [mehannah@dot.ga.gov](mailto:mehannah@dot.ga.gov)**, or as directed in the Notice to Finalists, if different. The deadlines for submission of questions relating to the Phase II Response will be identified in the Notice to Finalists. From the issue date of this solicitation until a successful proposer is selected and the award is made official and announced, respondents are subject to the Restriction of Communication in **Section I.B.**

**X. GDOT Terms and Conditions**

**A. Statement of Agreement**

With the submission of a SOQ, the respondent agrees that he/she has carefully examined the Request for Qualifications, and agrees that it is the respondent's responsibility to request clarification on any issues in any section of the Request for Qualifications with which the respondent disagrees or needs clarified. The respondent also understands that failure to mention these items during the question period or in the SOQ will be interpreted to mean that the respondent is in full agreement with the terms, conditions, specifications and requirements in the therein. With submission of a SOQ, the respondent hereby certifies: (a) that this SOQ is genuine and is not made in the interest or on behalf of any undisclosed person, firm, or corporation; (b) that respondent has not directly or indirectly included or solicited any other respondent to put in a false or insincere SOQ; (c) that respondent has not solicited or induced any person, firm, or corporation to refrain from sending a SOQ.

The respondent also understands that failure to provide required information may result in disqualification. Failure to provide administrative information may not result in disqualification. At the Department's discretion, the Department may notify the respondent that administrative information is not provided or there was an error in the information provided, **and** the Department will allow a respondent to provide an update to the administrative information. However, the exception to this is the provision of the required **GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT**, which by Georgia Law requires disqualification of the response. The above changes mentioned to administrative information would be considered allowable as these would be limited to changes which **do not** affect the information which the evaluators use to score the respondents. Failure of a respondent to provide the specific administrative information as required in the notice will result in disqualification. Any respondent who provides changes in addition to the information requested in the notice shall be subject to disqualification. Failure of a respondent's SOQ to provide any information pertaining to a

respondent and its teams qualifications, of any type, will subject the SOQ to disqualification. The Department will not allow updates to qualifications to be provided to avoid disqualification as this would allow a respondent to modify its SOQ and alter the information which evaluators would score. The above changes related to qualifications would not be allowable as these would allow changes which **do** affect the information which the evaluators use to score the respondents SOQ.

## **B. Joint-Venture Proposals, Sub-Consultants, and Vendors**

GDOT does not generally desire to enter into "joint-venture" agreements with multiple firms. In the event two or more firms desire to "joint-venture", it is strongly recommended that one incorporated firm propose and maintain status as the Program Management firm with the remaining firms participating as major firms. Any joint-venture, proposed and established as a separate business entity, should have its own set of books and supporting documentation sufficient for an audit trail. Transactions should be recorded consistent with the joint-venture agreement, and care must be taken to ensure that the joint-venture bears its equitable share of the costs. Therefore, "unpopulated joint-ventures" would not have an adequate accounting system suitable for cost reimbursement contracts.

However more traditional "populated joint-ventures" are welcomed. A populated joint-venture is where an alliance is brought to life by infusing it with working capital, employees, and control systems. The alliance implements all necessary business systems, including payroll processing, purchasing, property control, etc. The alliance will develop its own indirect rate structure and calculates its own indirect cost rates, based on the direct and indirect costs it incurs.

Sub-Consultants shall generally be considered any team member which is performing any service which typically requires prequalification, which is subject to the Audit and Accounting System Requirements, and whose services are billed as costs. Sub-Consultant Team Members must be written into the resulting Agreement and are subject to all terms and conditions in the Agreement. Vendors shall be considered any team member which is performing any service which typically does not require prequalification, which is not subject to the Audit and Accounting System Requirements, and whose services are billed as direct expenses. Vendors may not be written into the resulting Agreement and may not be subject to all terms and conditions in the Agreement.

## **C. Non-Discrimination and DBE Requirements**

The Georgia Department of Transportation in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d--42 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all proposers that it will affirmatively ensure that any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

**The Georgia Department of Transportation Board has adopted a 15% overall annual goal for DBE participation on all federally funded projects. This goal is not to be considered as a fixed quota, set aside or preference. The DBE goal can be met by prime contracting, sub-contracting, joint-venture or mentor/protégé relationship.**

Georgia Department of Transportation will monitor and assess each consultant services submittals for their DBE participation and/or good faith effort in promoting equity and opportunity in accordance with the state of Georgia, Department of Transportation Disadvantage Business Program Plan.

For more information on the GDOT DBE Program please contact:

Georgia Department of Transportation  
Equal Opportunity Division  
One Georgia Center, 7<sup>th</sup> Floor  
600 West Peachtree Street, NW  
Atlanta, Georgia 30308  
Phone: (404) 631-1972

**D. Audit and Accounting System Requirements**

GDOT reserves the right to reject any proposal with firms that do not meet the following requirements:

1. Firm(s) should have an accounting system in place to meet requirements of 48 CFR Part 31 and, in the case of non-profit organizations, OMB Circular A-122.
2. Any firm that currently has an aggregate contract amount exceeding \$250,000 should have submitted their yearly CPA overhead audit.
3. Firm(s) should have no significant outstanding deficient audit findings from previous contracts with GDOT that have not been resolved.
4. The prime is responsible for being reasonably assured that all sub-consultant(s) presented as a part of the proposed team are similarly in compliance with the above requirements.

**E. Submittal Costs and Confidentiality**

All expenses for preparing and submitting responses are the sole cost of the respondent submitting the response. The Department is not obligated to any respondent to reimburse such expenses. All submittals upon receipt become the property of the Department. Labeling information provided in submittals as "proprietary" or "confidential", or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until a final award.

**F. Award Conditions**

This request is not an offer to contract or a solicitation of bids. This request and any proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon the Department and does not obligate the Department to procure or contract for any services. Neither the Department nor any respondent submitting a response will be bound unless and until a written contract mutually accepted by both parties is negotiated as to its terms and conditions and is signed by the Department and a respondent containing such terms and conditions as are negotiated between those parties. The Department reserves the right to waive non-compliance with any requirements of this Request for Qualifications and to reject any or all proposals submitted in responses. Upon review of responses, the Department will determine the respondent(s) proposal that in the sole judgment of the Department is in the best interest of the Department (if any is so determined), with respect to the evaluation criteria stated herein. The Department then intends to conduct negotiations with such respondent(s) to determine if an acceptable contract may be reached.

**G. Debriefings**

In lieu of Pre-Award and Post-Award debriefings, it shall be the Department's policy to provide the "Selection Package" at the time of the Selection Announcement (also referred to as the Announcement of Entering into Negotiations). The "Selection Package" will include the scores and comments of phases for all firms who responded and will typically be provided as a PDF file and e-mailed. Previously, pre-award debriefings only provided the scores and comments of the firm. It shall be the policy of the Department that all debriefings will typically be conducted in writing.

**H. Right to Cancel or Change RFQ**

GDOT reserves the right to cancel any and all Request for Qualifications where it is determined to be in the best interest of the Department to do so. GDOT reserves the right to increase, reduce, add or delete any item in this solicitation as deemed necessary.

It is the responsibility of all firms interested in submitting Statement of Qualifications (SOQs) for this advertisement to routinely check the posting on the Georgia Procurement Registry for any revisions to this RFQ.

**I. Substitutions, Alternates, Exceptions, and Extensions**

No substitutions or alternates will be accepted for this solicitation. Any respondent submitting substitutions or alternates will be considered non-responsive and will not be considered for award.

**J. GDOT Code of Conduct Pertaining to Conflict of Interest in the Award and Administration of Contracts**

Pursuant to GDOT Policy 3A-17, any GDOT employee who leaves the employment of the Department and subsequently becomes employed with a consultant firm and whose duties while employed with the Department included the direct involvement with the negotiation, administration, or management of a contract in which the firm is either the primary consultant or a sub-consultant **SHALL NOT** be authorized to work on that contract as an employee of that firm for a period of one (1) year after their employment ends.

Additionally, on July 1<sup>st</sup> of each year, any consultant firm that is under contract with the Department as a prime or sub consultant shall provide to the Department's Chief Procurement Officer (CPO) a current list of all former Department employees employed by the firm and a document that certifies the responsibilities of those employees as it relates to the current contracts with the Department. This certification document shall attest to the fact that over the last year no former Department employee that is employed by their firm has worked on a contract between the Department and their firm where that employee, when employed by the Department, had direct involvement with the selection, award and/or administration of the consultant contract. Any consultant firm entering into a contract with the Department for the first time as a prime or sub consultant shall provide the initial required list of former Department employees and certification prior to the contract effective date. If the Department's CPO determines at any point during a contract that an actual conflict exists as it relates to the above paragraph, then the CPO shall have the authority to issue a stop work order on that contract.

**EXHIBIT I****Contract 1****Program Management Services for the Bridge Program****1. Required Area Classes:**

Prime Consultants are defined as the firm submitting the Statement of Qualifications and the firm with whom GDOT will contract. The Team is defined as the Prime Consultant and their sub-consultants, who are considered team members. The Prime Consultant must be prequalified in the Area Classes identified below in Section 5.A. The Prime Consultant or sub-consultant team members must be prequalified in the Area Classes identified below in Section 5.B. Respondents should submit a summary form (example provided in **Exhibit IV**) which details the required area classes for the Prime Consultant and all sub-consultants or joint-venture of consultants on the team listed in the Statement of Qualifications. The area classes listed on the summary form must meet all required area classes or the team will be disqualified. The Prequalification Expiration Date must be current by the deadline stated for this RFQ.

A. The **Prime Consultant** **MUST** be prequalified by GDOT in the area classes listed below:

Number	Area Class
3.01	Two-Lane or Multi-lane Rural Roadway Design
3.02	Two-Lane or Multi-lane urban Roadway Design
3.03	Multi-Lane Urban Roadway Widening and Reconstruction

B. The **Team** (either the Prime Consultant and/or one or more of their sub-consultant team members) **MUST** be prequalified by GDOT in the area classes listed below:

Number	Area Class
4.01	Minor Bridge Design
4.02	Major Bridge Design
4.04	Hydraulic and Hydrological Studies (Bridges)

**2. Scope:**

The Consultant shall provide:

Due to the need to be responsive, scalable and effective in accomplishment of its mission, the Office of Program Delivery (OPD) is soliciting for consultants to provide needed program management support under a Program Management Consultant (PMC) contract. Under the terms of the contract, the Consultant shall serve as a management extension of GDOT's OPD, assisting in the delivery of their mission and implementation of the Bridge projects under OPD charge. The responsibilities of the Consultant shall include, but is not limited to:

A. Provide Program Management Consultant services including:

1. Program/ Project Management.
2. Scheduling.
3. Budgeting.
4. Document control.
5. Quality management.
6. Technology support.

B. Support OPD initiatives; coordination within GDOT, external stakeholders, agency partners, consultants and private entities; ancillary management duties such as meeting facilitation, agenda development and minutes documentation.

C. Programmatic delivery activities including, but not limited to: preparation of annual reports, strategic plans, preparation of presentations, refinement of applicable GDOT policies and guidelines, manuals etc.

D. Support delivery public involvement, outreach and communications with elected officials, transportation stakeholders, GDOT officials, media and the general public.



- E. Provide Project Management services as necessary to adjust to the Department's resource and expertise requirements, as well as provide specialized training to GDOT staff as needed or requested.
- F. Coordinate with other Consultants and Contractors under contract with the Department in an effective manner to support the Department .
- G. Provide comprehensive program, procurement and major project scheduling development and management services using Primavera v.6 and leadership on appropriate program management control software, as needed.
- H. Support the Office mission to assist managing resources so as to be responsive and efficient including scaling up or down in resource engagement, as necessary.
- I. Develop and provide or assemble contract documents, including boilerplate templates.
- J. Provide support for communications, as needed.
- K. Provide engineering oversight and coordination.
- L. Provide various white papers, as needed.

Note: Any engaged member of the Prime Consultant ultimately awarded this project/contract would be exclusive to owner and be excluded from competing on any team for any future GDOT Design-Bid-Build bridge contracts during the life of this contract. A sub-consultant of the PMC contract will be exclusive to the owner and be excluded from future GDOT Design-Bid-Build bridge contracts during the life of this contract, unless released by the Department at its own discretion. If a sub-consultant is not otherwise conflicted, and is not being engaged for existing or future work on a specific project on this contract, the Department intends, upon request, to allow participation on Design-Bid-Build bridge contracts on a case by case basis, providing that the Department's interests and procurement integrity are maintained. With respect to this project/contract, the Consultant will perform an Owner Representative function; therefore the Department expects consultant compliance and internal management with protection of GDOT's interests paramount. Additionally, the Prime Consultant and its sub-consultants awarded this contract are required to inform the Department of real or perceived conflicts of interest with regard to other work awarded by the Department.

7. Related Key Team Leaders:

- A. Bridge Lead
- B. Three (3) Project Managers

**EXHIBIT II****Contract 2****Program Management Services for the Traffic Operations and Safety Program****3. Required Area Classes:**

Prime Consultants are defined as the firm submitting the Statement of Qualifications and the firm with whom GDOT will contract. The Team is defined as the Prime Consultant and their sub-consultants, who are considered team members. The Prime Consultant must be prequalified in the Area Classes identified below in Section 5.A. The Prime Consultant or sub-consultant team members must be prequalified in the Area Classes identified below in Section 5.B. Respondents should submit a summary form (example provided in **Exhibit IV**) which details the required area classes for the Prime Consultant and all sub-consultants or joint-venture of consultants on the team listed in the Statement of Qualifications. The area classes listed on the summary form must meet all required area classes or the team will be disqualified. The Prequalification Expiration Date must be current by the deadline stated for this RFQ.

C. The **Prime Consultant** **MUST** be prequalified by GDOT in the area classes listed below:

Number	Area Class
3.01	Two-Lane or Multi-lane Rural Roadway Design
3.02	Two-Lane or Multi-lane urban Roadway Design
3.03	Multi-Lane Urban Roadway Widening and Reconstruction

D. The **Team** (either the Prime Consultant and/or one or more of their sub-consultant team members) **MUST** be prequalified by GDOT in the area classes listed below:

Number	Area Class
3.06	Traffic Operations Studies
3.07	Traffic Operations Design
3.09	Traffic Control Systems Analysis, Design and Implementation

**4. Scope:**

The Consultant shall provide

Due to the need to be responsive, scalable and effective in accomplishment of its mission, the Office of Program Delivery (OPD) is soliciting for consultants to provide needed program management support under a Program Management Consultant (PMC) contract. Under the terms of the contract, the Consultant shall serve as a management extension of GDOT's OPD, assisting in the delivery of their mission and implementation of the Traffic Operation and Safety Program projects under OPD charge. The responsibilities of the Consultant shall include, but is not limited to:

A. Provide Program Management Consultant services including:

1. Program/ Project Management
2. Scheduling
3. Budgeting
4. Document control
5. Quality management
6. Technology support

- B. Support OPD initiatives; coordination within GDOT, external stakeholders, agency partners, consultants and private entities; ancillary management duties such as meeting facilitation, agenda development and minutes documentation.
- C. Programmatic delivery activities including, but not limited to: preparation of annual reports, strategic plans, preparation of presentations, refinement of applicable GDOT policies and guidelines, manuals etc.
- D. Support delivery public involvement, outreach and communications with elected officials, transportation stakeholders, GDOT officials, media and the general public.

- E. Provide Project Management services as necessary to adjust to the Department's resource and expertise requirements, as well as provide specialized training to GDOT staff as needed or requested.
- F. Coordinate with other Consultants and Contractors under contract with the Department in an effective manner to support the Department.
- G. Provide comprehensive program, procurement and major project scheduling development and management services using Primavera v.6 and leadership on appropriate program management control software, as needed.
- H. Support the Office mission to assist managing resources so as to be responsive and efficient including scaling up or down in resource engagement, as necessary.
- I. Develop and provide or assemble contract documents, including boilerplate templates.
- J. Provide support for communications, as needed.
- K. Provide engineering oversight and coordination.
- L. Provide various white papers, as needed.

Note: Any engaged member of the Prime Consultant ultimately awarded this project/contract would be exclusive to owner and be excluded from competing on any team for any future GDOT Design-Bid-Build traffic operations and safety contracts during the life of this contract. A sub-consultant of the PMC contract will be exclusive to the owner and be excluded from future GDOT Design-Bid-Build traffic operations and safety contracts during the life of this contract, unless released by the Department at its own discretion. If a sub-consultant is not otherwise conflicted, and is not being engaged for existing or future work on a specific project on this contract, the Department intends, upon request, to allow participation on Design-Bid-Build traffic operations and safety contracts on a case by case basis, providing that the Department's interests and procurement integrity are maintained. With respect to this project/contract, the Consultant will perform an Owner Representative function; therefore the Department expects consultant compliance and internal management with protection of GDOT's interests paramount. Additionally, the Prime Consultant and its sub-consultants awarded this contract are required to inform the Department of real or perceived conflicts of interest with regard to other work awarded by the Department.

8. Related Key Team Leaders:

- A. Traffic Operations Lead
- B. Three (3) Project Managers

## EXHIBIT II CERTIFICATION FORM

I, \_\_\_\_\_, being duly sworn, state that I am \_\_\_\_\_ (title) of \_\_\_\_\_

\_\_\_\_\_ (firm) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

**Initial each box below indicating certification.** The person initialing must be the same person who signs the Certification Form. (If unable to initial any box for any reason, place an "X" in the applicable box and attach a statement explaining the non-certification. The Department will review and make a determination as to whether or not the firm shall be considered further or disqualified).

☐ I further certify that to the best of my knowledge the information given in response to the Request for Qualifications is full, complete and truthful.

☐ I further certify that the submitting firm and any principal employee of the submitting firm has not, in the immediately preceding five (5) years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked or been subjected to disciplinary proceedings, nor is any team members/principals currently under indictment for any reason related to actions on public infrastructure projects.

☐ I further certify that I understand that Firms included on the current Federal list of firms suspended or debarred are not eligible for selection and that the submitting firm has not, in the immediately preceding five (5) years, been suspended or debarred from contracting with any federal, state or local government agency, and further, that the submitting firm is not now under consideration for suspension or debarment from any such agency.

☐ I further certify that the submitting firm has not in the immediately preceding five (5) years been defaulted in any federal, state or local government agency contract and further, that the submitting firm is not now under any notice of intent to default on any such contract, nor has been removed from a contract or failed to complete a contract as assigned due to cause or default.

☐ I further certify that the firm or any affiliate(s) has not been involved in any arbitration, litigation, mediation, dispute review board or other dispute resolution proceeding with a client, business partner, or government agency in the last five (5) years involving an amount in excess of \$500,000 related to performance on public infrastructure projects.

☐ I further certify that there are not any pending regulatory inquiries that could impact our ability to provide services if we are the selected consultant.

☐ I further certify that there are no possible conflicts of interest created by our consideration in the selection process or by our involvement in the project.

☐ I further certify that the submitting firm's annual average revenue for the past five (5) years is sufficient to allow the services to be delivered effectively by our firm and that there are no trends in the revenue which may be concerning other than normal market fluctuations.

☐ I further certify that in regards to Audit and Accounting System Requirements, that the submitting firm:

- I. Has an accounting system in place to meet requirements of 48 CFR Part 31 and, in the case of non-profit organizations, OMB Circular A-122.
- II. Has submitted its yearly Certified Public Accountant overhead audit if it currently has an aggregate contract amount exceeding \$250,000.
- III. Has no significant outstanding deficient audit findings from previous contracts with GDOT that have not been resolved.
- IV. Is responsible for being reasonably assured that all sub-consultant(s) presented as a part of the proposed team are similarly in compliance with the above requirements.

I acknowledge, agree and authorize, and certify that the proposer acknowledges, agrees and authorizes, that GDOT may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the GDOT may contact any individual or entity named in the Statement of Qualifications for the purpose of verifying the information supplied therein.

I acknowledge and agree that all of the information contained in the Statement of Qualifications is submitted for the express purpose of inducing the GDOT to award a contract.

*A material false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial or rescission of any contract entered into based upon this proposal thereby precluding the firm from doing business with, or performing work for, the State of Georgia. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C. §§1001 or 1341.*

Sworn and subscribed before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
NOTARY SEAL

## EXHIBIT III

## GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Consultant's Name:	
Address:	
Solicitation No./Contract No.:	<u>RFQ-484- 012116</u>
Solicitation/Contract Name:	<u>Bridge Program Management/Traffic Operations and Safety Program Management Services</u>

## CONSULTANT AFFIDAVIT

By executing this affidavit, the undersigned Consultant verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services on behalf of the Georgia Department of Transportation has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

Furthermore, the undersigned Consultant will continue to use the federal work authorization program throughout the contract period and the undersigned Consultant will contract for the physical performance of services in satisfaction of such contract only with sub-consultants who present an affidavit to the Consultant with the information required by O.C.G.A. § 13-10-91(b). Consultant hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number  
(EEV/E-Verify Company Identification Number)

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Consultant

**I hereby declare under penalty of perjury that the foregoing is true and correct**

\_\_\_\_\_  
Printed Name (of Authorized Officer or Agent of Consultant)

\_\_\_\_\_  
Title (of Authorized Officer or Agent of Consultant)

\_\_\_\_\_  
Signature (of Authorized Officer or Agent)

\_\_\_\_\_  
Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
Notary Public

[NOTARY SEAL]

My Commission Expires: \_\_\_\_\_

Rev. 11/01/15\_\_\_\_\_

## EXHIBIT IV

### Area Class Summary Example

Respondents should complete a table similar to the below and indicate by placing an "X" in the appropriate column indicating the firm which meets each required area class for each specific project with particular emphasis on the area classes which the Prime must hold as well as the sub-consultants. The below table is a full listing of all area classes. Since no single advertisement would require every area class, Respondents should delete all the area classes which are not applicable to the project they are pursuing and only include the ones applicable. Particular attention should be paid to the date that consultants certificate expires.

Area Class #	Area Class Description	Prime Consultant Name	Sub-Consultant #1 Name	Sub-Consultant #2 Name	Sub-Consultant #3 Name	Sub-Consultant #4 Name	Sub-Consultant #5 Name	Sub-Consultant #6 Name
	<b>DBE – Yes/No -&gt;</b>							
	<b>Prequalification Expiration Date</b>							
1.01	Statewide Systems Planning							
1.02	Urban Area and Regional Transportation Planning							
1.03	Aviation Systems Planning							
1.04	Mass and Rapid Transportation Planning							
1.05	Alternate Systems Planning							
1.06(a)	NEPA							
1.06(b)	History							
1.06(c)	Air Quality							
1.06(d)	Noise							
1.06(e)	Ecology							
1.06(f)	Archaeology							
1.06(g)	Freshwater Aquatic Surveys							
1.06(h)	Bat Surveys							
1.07	Attitude, Opinion, and Community Value Studies (Public Involvement)							
1.08	Airport Master Planning (AMP)							
1.09	Location Studies							
1.10	Traffic Analysis							
1.11	Traffic and Toll Revenue Studies							
1.12	Major Investment Studies							
1.13	Non-Motorized Transportation Planning							
2.01	Mass Transit Program (Systems Management)							
2.02	Mass Transit Feasibility and Technical Studies							
2.03	Mass Transit Vehicle and Propulsion System							
2.04	Mass Transit Controls, Communication and Information Systems							
2.05	Mass Transit Architectural Engineering							
2.06	Mass Transit Unique Structures							
2.07	Mass Transit Electrical and Mechanical System							
2.08	Mass Transit Operations Management and Support Services							
2.09	Airport Design (AD)							
2.10	Mass Transit Program (Systems Marketing)							
3.01	Two-Lane or Multi-lane Rural Roadway Design							
3.02	Two-Lane or Multi-lane urban Roadway Design							
3.03	Multi-Lane Urban Roadway Widening and Reconstruction							
3.04	Multi-lane Rural Interstate Limited Access Design							
3.05	Multi-lane Urban Interstate Limited Access Design							
3.06	Traffic Operations Studies							
3.07	Traffic Operations Design							
3.08	Landscape Architecture Design							







## ATTACHMENT 1

## Submittal Formats for GDOT Engineering Projects

		# of Pages Allowed
Cover Page	->	1
A. Administrative Requirements		
1. Basic Company Information		
a. Company name		
b. Company Headquarter Address		
c. Contact Information		
d. Company Website		
e. Georgia Addresses		
f. Staff		
g. Ownership		
		Excluded
2. Notarized Certification Form (Exhibit II) for Prime	->	1
3. Notarized Georgia Security and Immigration Compliance Act Affidavit (Exhibit III)	->	1
4. Signed Cover Page of any Addenda Issued	->	1 (each addenda)
B. Experience and Qualifications		
1. Program Manager		
a. Education		
b. Registration		
c. Relevant engineering experience		
d. Relevant project management experience		
e. Relevant experience using GDOT specific processes, etc.		
		2
2. Key Team Leader Experience		
a. Education		
b. Registration		
c. Relevant experience in applicable resource area		
d. Relevant experience using GDOT specific processes, etc.		
		1 (each)
3. Prime's Experience		
a. Client name, project location, and dates		
b. Description of overall project and services performed		
c. Duration of project services provided		
d. Experience delivering on-call contracts		
e. Experience using GDOT specific processes, etc.		
f. Clients current contact information		
g. Involvement of Key Team Leaders		
		2
4. Area Class Table and Notice of Professional Consultant Qualifications for Prime and Sub-Consultants	->	Excluded
C. Resources/Workload Capacity		
1. Overall Resources		
a. Organization chart		
b. Primary office to handle project and staff description of office and benefits of office		
c. Narrative on Additional Resource Areas and Ability		
d. Identify additional resources		
	->	Excluded
		1
D. Work Previously Awarded by GDOT- Exhibit V	->	Excluded

**ADDENDUM NO. 1**

**ISSUE DATE: 1/8/2016**

This Addendum shall become and form a part of the RFQ for:

**RFQ 484- 012116 – Bridge / Traffic Operation & Safety Program Management Services**

**NOTE: PLEASE REVIEW CAREFULLY! THERE MAYBE CHANGES TO THE INFORMATION TO BE PROVIDED. FAILURE TO ADHERE TO ANY CHANGES ADDRESSED IN THIS ADDENDUM MAY RESULT IN DISQUALIFICATION.**

In the event of a conflict between previously released information and the information contained herein, the latter shall control.

**NOTE: A signed acknowledgment of this addendum (this page) MUST be attached to your SUBMITTAL for Phase I.**

Firm Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Typed Name and Title \_\_\_\_\_

Georgia Department of Transportation (GDOT)  
Office of Transportation Services Procurement  
One Georgia Center  
600 West Peachtree Street, NW  
19<sup>th</sup> Floor  
Atlanta, Georgia 30308

This Addendum, including all questions and answers, shall become and form a part of the original RFQ package and shall be taken into account when preparing your proposal.

**The purpose of this addendum is to provide the answers to the written questions received during the question and answer period of the RFQ Phase as follows:**

**I. Questions and Answers:**

	Questions	Answers
1.	Item C.1.d. (page 8) – Identify additional resources indicates that we are allowed to provide one additional resume of our choosing. Is this resume allowed to be one page IN ADDITION to the one page allowed for Items C.1.b and c.? Thus Section C – Additional Resources and Challenges would include our organization chart, one page describing our Primary Office and Narrative on Additional Resource Areas and Ability, and one page for the resume of our additional resource.	Yes, The organization chart is excluded in the page count. C. 1.b and c is 1 (one) page. Also, 1.d is 1 (one) page. See revised Attachment 1 below.
2.	Section 1.A. on page 2 states "The Georgia Department of Transportation (GDOT) is soliciting SOQs from qualified firms to provide On-Call Environmental for State Funded Services. The resulting contracts may only be used for services which are 100% state funded." <u>Please clarify whether this RFQ is for Environmental Services and whether this contract is limited to only state funding.</u>	See addendum below.

3.	Section 1.F. page 3 states NOTE: Due to the usage of State funds for these contracts, the prime and subconsultants indirect cost rates established in accordance with the FAR cost principles (as specified in 48 CFR 31) will be used up to the maximum indirect cost rates of 150% for the purposes of contract estimation, negotiation, administration, reporting, and contract payment." <u>If not limited to state only funding, will the maximum indirect costs still be limited to 150%?</u>	This contract will be limited to state funding only.
4.	Scope page 16, please clarify role of Bridge Lead key team leader for this contract.	This person can operate in 2 ways: as a SME for questions while the firm project manages the contract or as a PM that also can answer SME questions for best practices.
5.	Scope page 18, please clarify role of Traffic Operations Lead key team leader for this contract.	This person can operate in 2 ways: as a SME for questions while the firm project manages the contract or as a PM that also can answer SME questions for best practices.

II. RFQ Section I. Item A. Overview is DELETED and REPLACED by the below:

A. Overview

The Georgia Department of Transportation (GDOT) is soliciting SOQs from qualified firms to provide Bridge Program Management / Traffic Operations and Safety Program Management Services. The resulting contracts may only be used for services, which are 100% state funded.

This Request for Qualifications (RFQ) seeks to identify potential providers for the Scope of Services for each project/contract listed in Exhibit I. Firms that respond to this RFQ, and are determined by GDOT to be sufficiently qualified, may be deemed eligible, and invited to offer technical approach and/or possibly present and/or interview for these services. All respondents to this RFQ are subject to instructions communicated in this document, and are cautioned to completely review the entire RFQ and follow instructions carefully. GDOT reserves the right to reject any or all Statements of Qualifications or Technical Approach, and to waive technicalities and informalities at the discretion of GDOT.


III. RFQ Page 24., is DELETED and REPLACED with the Revised Attachment 1:

**Revised ATTACHMENT 1**

**Submittal Formats for GDOT Engineering Projects**

**# of Pages Allowed**

Cover Page	->	1
<b>A. Administrative Requirements</b>		
1. Basic Company Information		
a. Company name		
b. Company Headquarter Address		
c. Contact Information		
d. Company Website		
e. Georgia Addresses		
f. Staff		
g. Ownership		
		Excluded
2. Notarized Certification Form (Exhibit II) for Prime	->	1
3. Notarized Georgia Security and Immigration Compliance Act Affidavit (Exhibit III)	->	1
4. Signed Cover Page of any Addenda Issued addenda)	->	1 (each)
<b>B. Experience and Qualifications</b>		
1. Program Manager		
a. Education		
b. Registration		
c. Relevant engineering experience		
d. Relevant project management experience		
e. Relevant experience using GDOT specific processes, etc.		
		2
2. Key Team Leader Experience		
a. Education		
b. Registration		
c. Relevant experience in applicable resource area		
d. Relevant experience using GDOT specific processes, etc.		
		1 (each)
3. Prime's Experience		
a. Client name, project location, and dates		
b. Description of overall project and services performed		
c. Duration of project services provided		
d. Experience delivering on-call contracts		
e. Experience using GDOT specific processes, etc.		
f. Clients current contact information		
g. Involvement of Key Team Leaders		
		2
4. Area Class Table and Notice of Professional Consultant Qualifications for Prime and Sub-Consultants	->	Excluded
<b>C. Resources/Workload Capacity</b>		
1. Overall Resources		
a. Organization chart	->	Excluded
b. Primary office to handle project and staff description of office and benefits of office		
c. Narrative on Additional Resource Areas and Ability		1
d. Identify additional resources		1
<b>D. Work Previously Awarded by GDOT- Exhibit V</b>		
	->	Excluded

SUBMISSION & PRESCREENING CHECKLIST										
SOLICITATION #:	RFQ-484-012116, Contract 1									
SOLICITATION TITLE:	Program Management Services for the Bridge Program									
SOLICITATION DUE DATE:	January 21, 2016									
SOLICITATION TIME DUE:	2:00pm									
										
No.	Consultants	Date	Time	Exhibit II - Certification	Exhibit III - GSICAA	Signed Addendum if Applicable	Compliant with Page # Limitations	Compliant with Required Format	Meets Required Area Classes	Comments
1	AECOM Technical Services, Inc.	1/21/2016	10:55 AM	X	X	X	X	X	X	
2	Gresham, Smith and Partners	1/21/2016	11:28 AM	X	X	X	X	X	X	
3	Moreland Altobelli Associates, Inc.	1/21/2016	10:43 AM	X	X	X	X	X	X	

SOQ AREA CLASS CHECKLIST													
Solicitation #: RFQ-484-012116, Contract 1													
Solicitation Title: Program Management Services for the Bridge Program													
Primes and Subconsultants													
1	AECOM Technical Services, Inc.	X	X	X	X	X	X	X	X	4.02	4.04	Certificate Expires	Comments
	Pont Engineering, Inc.				X							2/28/2018	
	Development Planning & Engineering, Inc.	X	X	X							X	12/31/2018	DBE
	Southeastern Engineering, Inc.	X	X	X								4/30/2018	
	Ranger Consulting, Inc. (Vendor for Bridge Foundation Studies)											12/31/2018	DBE
												5/31/2018	DBE
2	Gresham, Smith and Partners	X	X	X	X	X	X	X	X	X	X	8/31/2017	
	Southeastern Engineering, Inc.	X	X	X								12/31/2018	DBE
3	Moreland Altabelli Associates, Inc.	X	X	X	X	X	X	X	X	X	X	4/30/2018	
	Long Engineering, Inc.	X	X	X	X						X	1/31/2018	DBE
	OLH Inc. (Vendor for Document Control)											8/31/2016	DBE
	Parsons Brinckerhoff, Inc. (f/k/a/PB Americas, Inc.)	X	X	X	X	X	X	X	X	X	X	11/30/2017	
	Reynolds, Smith and Hills, Inc. (RS&H)	X	X	X	X	X	X	X	X	X	X	11/30/2016	
	Southeastern Engineering, Inc.	X	X	X								12/31/2018	DBE
	Sycamore Consulting, Inc. (Vendor for Outreach & Communications)											8/31/2017	DBE
	Waterhouse Engineering, LLC										X	12/31/2018	

# **GDOT GUIDE FOR SELECTION COMMITTEE MEMBERS**

## **RFQ 484-012116, Contract 1**

### **Program Management Services for the Bridge Program**

*This ENTIRE GUIDE must be reviewed carefully by all Selection Committee Members BEFORE the evaluation of submittals.*

#### **Coordination and Communication**

Melissa Hannah will coordinate the overall submittal evaluation process and serve as Facilitator of any Selection Committee Meetings through the completion of the evaluation. All Committee members will be provided copies of submittals and related information, and will be notified of any proposed (if applicable) meetings, conference calls, and deadlines. **IMPORTANT-** *All written communication* (e-mails, memos, scoresheets, handwritten notes in SOQs, etc.) related to the evaluation can be subject to public record. Therefore, all such communication should be limited to objective and verifiable information.

#### **Evaluation Process**

The evaluation and scoring will be handled in two phases. Phase I will be the evaluation of the written Statements of Qualifications received from all respondents. Phase II will be the evaluation of the written responses from the Finalists. The scoring for the Finalists will be carried forward from Phase I and added to the scores from Phase II to determine the highest ranked Finalists and hence with whom negotiations will be initiated. The criteria to be utilized in the evaluation and scoring are as follows:

##### **Phase I**

- **PM, Key Team Leader(s), and Prime's Experience and Qualifications – (30% or 300 Points)**
- **PM, Key Team Leader(s), and Prime's Resources and Workload Capacity – (20% or 200 Points)**

##### **Phase II**

- **Technical Approach – (40% or 400 Points)**
- **Past Performance – (10% or 100 Points)**

#### **Phase I Evaluation of Statements of Qualifications**

#### **Evaluation of Eligible Submittals**

Submittals determined eligible must be read thoroughly with careful attention to the presence of required submittal content. The reader should keep the evaluation criteria in mind when assessing each submittal. As Reviewers read the responses, they will determine the rating for each criteria as follows:

- Poor = Does Not have minimum qualifications/availability
- Marginal = Meets Minimum qualifications/availability but one or more major considerations are not addressed or is lacking in some essential aspects
- Adequate = Meets minimum qualification/availability and is generally capable of performing work
- Good = More than meets minimum qualifications/availability and exceeds in some aspects
- Excellent = Fully meets qualifications/availability and exceeds in several or all areas

#### **Directions for use of the Evaluation Preliminary Scoring Forms:**

Scoring forms will be distributed to all Selection Committee members along with copies of submittals which were received and validated. Evaluators will have the option of using the hard copy forms or an electronic version of the form. However, to ensure that Open Records Request can be filled in compliance with the law, Evaluators who choose to use the electronic version of the form should only maintain one version of the form and must provide the electronic version of the form to Procurement. Each evaluator will use their numbered scoring form for scoring all submittals. Evaluators must ensure that the name of the Firm being evaluated is written in the appropriate box to identify the Firm to whom the ratings and comments belong. Using the criteria categories in Evaluation of Eligible Submittals above, each submittal will be

given a **preliminary score** for each of the criteria. The Reviewer should provide comments for each section which support the rating. Reviewers should not seek to write down everything that the submittal contains. Rather, Reviewers should first determine the rating and then answer why they feel the rating is warranted.

**The review, preliminary scoring, and comments MUST be completed prior to the Selection Committee Meeting and must be sent to the Procurement Facilitator by the deadline given in order to make efficient and effective usage of all Selection Committee Members time.**

#### **SPECIAL INSTRUCTIONS FOR EVALUATING AVAILABILITY**

Through working with the consultant industry, they asked that when considering their availability, we consider more than merely the number of projects they have listed. With this in mind we have allowed space in their SOQ for the respondents to provide a narrative in their ability. This narrative will allow them to discuss how the organization of the team, including the PM and Key Team Leaders can deliver the project on schedule given their workload capacity. It also recognizes that some individuals may be able to meet the schedule while carrying heavier project workloads and allows them to discuss the advantages of their team and the abilities of their team members which will enable the project to meet the proposed schedule. If there is no schedule provided, they can discuss the advantages of the team and abilities of the team members which will enable the project to move as expeditiously as possible. You **MUST** consider this narrative along with the workload table when rating the SOQs. You **MUST NOT** merely look at the workload table solely for making the rating decision.

#### **Evaluation Meeting:**

**All completed Scoring Forms with the preliminary scores and comments for each criteria of each firm, must be brought to the Selection Committee Meeting planned for Monday, February 15, 2016. The completed forms must be turned in at the conclusion of the meeting.**

Prior to the meeting, the Facilitator will use the scores and subsequent ranks to determine where the majority of the discussion should be focused. Generally, the majority of the discussion will center on the top submittals. The Selection Committee will discuss and determine a final committee rating for each criteria and will provide summary comments as to why the Committee feels the rating is warranted.

The final rankings will be used to determine the three to five Finalists who will proceed and have their scores carried forward to Phase II of the evaluation.

**It is important to note, that all evaluation scoring, notes, and comments will be subject to open records and there is a very high likelihood they will be reviewed by a wide variety of individuals. For this reason, it is extremely important to adhere to all guidelines and suggestions contained in this Guide for Selection Committee Members.**



## **Phase II**

### **Evaluation of Technical Approach and Past Performance**

- Finalists will be required to submit a written response which must detail the Technical approach (including design concepts and use of alternative methods).
- Past Performance - Procurement will be checking references and will provide the results of the reference checks to the Selection Committee. The Selection Committee will also be allowed to bring any information for consideration they have available regarding the Firm's performance on any project/contract.

Submittals and Past Performance information must be read/considered thoroughly with careful attention to the presence of required submittal content. The reader should keep the evaluation criteria in mind when assessing each submittal. As Reviewers read the responses, they will make notes in the submittals and must be prepared to discuss their position in the Selection Committee Meeting for Phase II. **The review and notes MUST be completed prior to the Selection Committee Meeting.**

#### **Evaluation Meeting:**

**All notes must be brought to the Selection Committee Meeting planned for Monday, February 15, 2016.** The Selection Committee will discuss and determine a final committee rating for each criteria and will provide summary comments as to why the Committee feels the rating is warranted. The Committee will assign the following ratings:

- Poor = Does Not have minimum qualifications/availability
- Marginal = Meets Minimum qualifications/availability but one or more major considerations are not addressed or is lacking in some essential aspects
- Adequate = Meets minimum qualification/availability and is generally capable of performing work
- Good = More than meets minimum qualifications/availability and exceeds in some aspects
- Excellent = Fully meets qualifications/availability and exceeds in several or all areas

#### **FINAL SCORING AND SELECTION**

The scores from Phase I and Phase II will be added together and a final overall ranking will be determined and provided for Selection Committee approval.

**GDOT SELECTION COMMITTEE SCORING AND OVERALL RANKING OF TOP SUBMITTALS FOR PHASE I**

Solicitation Title:	Program Management Services for the Bridge Program	1	AECOM Technical Services, Inc.		
Sollcitation #:	RFQ-484-012116, Contract 1	2	Moreland Altobelli Associates, Inc.		
PHASE I - Individual Committee Member Scoring and Overall Ranking based on Published Criteria FOR TOP TEN SUBITTALS		3	Gresham, Smith and Partners		
(This Page For GDOT Use)					
SUBMITTING FIRMS		(RANKING)			
			Group		
		Score	Ranking		
AECOM Technical Services, Inc.	375	1			
Gresham, Smith and Partners	238	3			
Moreland Altobelli Associates, Inc.	338	2			
<div>Evaluation Criteria →<div><div>Experience and Qualifications</div><div>Additional Resources and Challenges</div><div>Volume of Work Previously Awarded</div></div></div>					
Maximum Points allowed =	300	150	50	Scores and Group Ranking	
SUBMITTING FIRMS	▼	▼	▼	Total Score	Ranking
AECOM Technical Services, Inc.	Good	Excellent	Poor	375	1
Gresham, Smith and Partners	Adequate	Adequate	Marginal	238	3
Moreland Altobelli Associates, Inc.	Good	Good	Poor	338	2
Maximum Points allowed =	300	150	50	500	%

RFQ	RFQ-484-012116, Contract 1	PHASE 1 SUMMARY COMMENTS FOR TOP SUBMITTALS	
Firm	AECOM Technical Services, Inc.	# of Evaluators	
Experience and Qualifications		Assigned Rating	Good
<p><b>AECOM has a very strong core team; all have experience with the former Big Bridge Program. They have experience with on-call service contracts as well as Transportation Investment Act (TIA) program management.</b></p>			
Additional Resources and Challenges		Assigned Rating	Excellent
<p><b>The team appears to have an excellent depth in project management resources as well as supporting Subject Matter Experts (SME's). Their additional resource provided a unique skill set.</b></p>			
Volume of Work Previously Awarded		Assigned Rating	Poor
RFQ	RFQ-484-012116, Contract 1	PHASE 1 SUMMARY COMMENTS FOR TOP SUBMITTALS	
Firm	Gresham, Smith and Partners	# of Evaluators	
Experience and Qualifications		Assigned Rating	Adequate
<p><b>The firms bridge delivery experience showed to be adequate in their Statement of Qualification (SOQ). The evaluation committee felt that they did not show significant program management experience.</b></p>			
Additional Resources and Challenges		Assigned Rating	Adequate
<p><b>The firms depth of resources was a concern for the evaluation committee. The deputy project manager appeared to have less availability than the contract warrants.</b></p>			
Volume of Work Previously Awarded		Assigned Rating	Marginal
RFQ	RFQ-484-012116, Contract 1	PHASE 1 SUMMARY COMMENTS FOR TOP SUBMITTALS	
Firm	Moreland Altobelli Associates, Inc.	# of Evaluators	
Experience and Qualifications		Assigned Rating	Good
<p><b>The evaluation committee agreed that the firm has a very good program manager listed. Their bridge delivery experience was adequate. The firm has program management experience which is good.</b></p>			
Additional Resources and Challenges		Assigned Rating	Good
<p><b>The depth of resources was good along with a diverse group of supporting subject matter experts. The evaluation committee was in agreement that the program manager and other key leads appear to have commitments with other ongoing projects/programs.</b></p>			
Volume of Work Previously Awarded		Assigned Rating	Poor



# **SELECTION OF FINALISTS**

**RFQ-484-012116**

**Contract 1**

**Program Management Services for the Bridge Program**

**The Georgia Department of Transportation is pleased to announce the selection of the following firms as finalists regarding the above RFQ:**

**AECOM Technical Services, Inc.  
Gresham Smith and Partners  
Moreland Altobelli Associates, Inc.**

SUBMISSION & PRESCREENING CHECKLIST				
SOLICITATION #:	RFQ-484-012116, Contract 1			
SOLICITATION TITLE:	Program Management Services for the Bridge Program			
SOLICITATION DUE DATE:	February 8, 2016			
SOLICITATION TIME DUE:	2:00pm			
				Compliant with Page # Limitations
No.	Consultants	Date	Time	
1	AECOM Technical Services, Inc.	2/8/2016	1:37 PM	
2	Moreland Altobelli Associates, Inc.	2/8/2016	11:35 AM	
3	Gresham, Smith and Partners	2/5/2016	11:14 AM	

**GDOT SELECTION COMMITTEE SCORING AND OVERALL RANKING OF SUBMITTALS**

<b>Solicitation Title:</b>		<b>Program Management Services for the Bridge Program</b>				<b>1</b>		AECOM Technical Services, Inc.	
<b>Solicitation #:</b>		<b>RFQ-484-012116, Contract 1</b>				<b>2</b>		Moreland Altobelli Associates, Inc.	
<b>PHASE I AND PHASE II -Individual Committee Member Scoring and Overall Ranking based on Published Criteria</b>						<b>3</b>		Gresham, Smith and Partners	
(This Page For GDOT Use)									
						(RANKING)			
						Sum of			
						Total		Group	
<b>SUBMITTING FIRMS</b>						Score		Ranking	
AECOM Technical Services, Inc.						850		1	
Moreland Altobelli Associates, Inc.						713		2	
Gresham, Smith and Partners						525		3	
Evaluation Criteria		<div style="display: flex; justify-content: space-around;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Experience and Qualifications</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Additional Resources and Challenges</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Volume of Work Previously Awarded</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Technical Approach</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Past Performance</div> </div>							
		PHASE I			PHASE II		Group Scores and Ranking		
<b>Maximum Points allowed =</b>		<b>300</b>	<b>150</b>	<b>50</b>	<b>400</b>	<b>100</b>			
<b>SUBMITTING FIRMS</b>		▼	▼	▼	▼	▼	Total Score	Ranking	
AECOM Technical Services, Inc.		Good	Excellent	Poor	Excellent	Good	850	1	
Moreland Altobelli Associates, Inc.		Good	Good	Poor	Good	Good	713	2	
Gresham, Smith and Partners		Adequate	Adequate	Marginal	Adequate	Good	525	3	
<b>Maximum Points allowed =</b>		<b>300</b>	<b>150</b>	<b>50</b>	<b>400</b>	<b>100</b>	<b>1000</b>	<b>%</b>	

RFQ	RFQ-484-012116, Contract 1	PHASE 2 SUMMARY COMMENTS	
Firm	AECOM Technical Services, Inc.		
Technical Approach	Assigned Rating	Excellent	
Excellent technical approach including training approach, FASTSTART approach and Project Team Initiation Process (PTIP) Early Start approach. Procurement specialist is experienced with similar projects for expedited procurement. Constructability review approach was great.			
Past Performance	Assigned Rating	Good	
The committee reviewed the reference comments/scores and stated that the firms Transportation Investment Act (TIA) performance has been excellent. The references provided were good.			

RFQ	RFQ-484-012116, Contract 1	PHASE 2 SUMMARY COMMENTS	
Firm	Moreland Altobelli Associates, Inc.		
Technical Approach	Assigned Rating	Good	
The evaluation committee felt that the firms understanding of Primavera P6 schedules and GDOT software was good. A good internal tracking system from the Transportation Enhancement (TE) program. Showing that they have multiple offices statewide was good.			
Past Performance	Assigned Rating	Good	
Transportation Enhancement (TE) program performance has been excellent. The committees experience with the firm falls in line with the reference provided and stated that they were good.			

RFQ	RFQ-484-012116, Contract 1	PHASE 2 SUMMARY COMMENTS	
Firm	Gresham, Smith and Partners		
Technical Approach	Assigned Rating	Adequate	
The firm had no programmatic experience listed. The evaluation committee posed questions about the scalability of the team showing limited amount of resources which was a concern. The evaluators felt that the Newforma software was a plus. Readiness score was good. Also, the risk management plan was good.			
Past Performance	Assigned Rating	Good	
The committee as a whole felt that the firms on-call performance was good. The committees experience with the firm falls in line with the reference provided and stated that they were good.			

RFQ 484-012116 (Contract #1)  
Program Management Services for the Traffic Operations and Safety Program

Past Performance Check - Notes for  
AECOM Technical Services, Inc.

**Reference A**

Firm Name	GDOT, Cartersville, GA - District 6		
Project Name	GDOT Big Bridge, Statewide		
Project Manager	Michael A. Haithcock	Title	District 6 Engineer (Retired)
Contact Information	678-227-2454		
	Reference Questions	Score	
	1. Rate the firm's quality of leadership in Project Management for your project.	10	
	2. Rate the overall services of the firm's staff for the duration of the project.	9	
	3. Rate the firm's ability to meet the established project goals.	8	
	4. Rate the firm's technical assistance in program management	8	
	5. Rate the overall success of the project thus far.	9	
Comments	MAAI are a amazing firm. They do great customer service. I have never had a problem with the firm and they are a very cognizant firm.		

**Reference B**

Firm Name	GDOT, Douglasville, GA		
Project Name	SR 92 Widening and Relocation, Douglasville, Phases I,II, and III, Douglas, County, GA		
Project Manager	Peter Emmanuel	Title	District Project Manager
Contact Information	404-631-1158		
	Reference Questions	Score	
	1. Rate the firm's quality of leadership in Project Management for your project.	10	
	2. Rate the overall services of the firm's staff for the duration of the project.	10	
	3. Rate the firm's ability to meet the established project goals.	10	
	4. Rate the firm's technical assistance in program management	10	
	5. Rate the overall success of the project thus far.	10	
Comments	I worked with Eric Fry and he does a good quality job.		



RFQ 484-012116 (Contract #1)  
Program Management Services for the Traffic Operations and Safety Program

Past Performance Check - Notes for  
Gresham, Smith and Partners

**Reference A**

<b>Firm Name</b>	GDOT, Atlanta, GA		
<b>Project Name</b>	GDOT - Statewide Safety Improvements Contracts 1-5		
<b>Project Manager</b>	Derrick Cameron	<b>Title</b>	Asst. State Design Review Engineer
<b>Contact Information</b>	404-631-1223		
	<b>Reference Questions</b>	<b>Score</b>	
	1. Rate the firm's quality of leadership in Project Management for your project.	10	
	2. Rate the overall services of the firm's staff for the duration of the project.	10	
	3. Rate the firm's ability to meet the established project goals.	10	
	4. Rate the firm's technical assistance in program management	10	
	5. Rate the overall success of the project thus far.	10	
<b>Comments</b>	The firm did really good work, and the team was very knowledgeable. They were responsive and committed to delivering the project.		

**Reference B**

<b>Firm Name</b>			
<b>Project Name</b>			
<b>Project Manager</b>		<b>Title</b>	
<b>Contact Information</b>			
	<b>Reference Questions</b>	<b>Score</b>	
	1. Rate the firm's quality of leadership in Project Management for your project.		
	2. Rate the overall services of the firm's staff for the duration of the project.		
	3. Rate the firm's ability to meet the established project goals.		
	4. Rate the firm's technical assistance in program management		
	5. Rate the overall success of the project thus far.		
<b>Comments</b>	Other references provided did not repond to phone calls or emails. Will receive comments and scores from evaluators.		

RFQ 484-012116 (Contract #1)  
Program Management Services for the Traffic Operations and Safety Program

Past Performance Check - Notes for  
Moreland Altobelli Associates, Inc.

**Reference A**

<b>Firm Name</b>	Bibb County Board of Commissioners, Macon, GA		
<b>Project Name</b>	Bibb County Road Improvement Program		
<b>Project Manager</b>	David Fortson	<b>Title</b>	County Engineer
<b>Contact Information</b>	478-621-6660		
	<b>Reference Questions</b>	<b>Score</b>	
	1. Rate the firm's quality of leadership in Project Management for your project.	10	
	2. Rate the overall services of the firm's staff for the duration of the project.	10	
	3. Rate the firm's ability to meet the established project goals.	10	
	4. Rate the firm's technical assistance in program management	10	
	5. Rate the overall success of the project thus far.	10	
<b>Comments</b>	The firm worked for us for a many number of years and are a good firm to work with.		

**Reference B**

<b>Firm Name</b>			
<b>Project Name</b>			
<b>Project Manager</b>		<b>Title</b>	
<b>Contact Information</b>			
	<b>Reference Questions</b>	<b>Score</b>	
	1. Rate the firm's quality of leadership in Project Management for your project.		
	2. Rate the overall services of the firm's staff for the duration of the project.		
	3. Rate the firm's ability to meet the established project goals.		
	4. Rate the firm's technical assistance in program management		
	5. Rate the overall success of the project thus far.		
<b>Comments</b>	Other references provided did not repond to phone calls or emails. Will receive comments and scores from evaluators.		

Reference Check Summary for  
RFQ 484-012116 (Contract #2)

Program Management Services for the Traffic Operations and Safety Program

<i>Questions (to be answered on 1-10 scale, 10 indicates best)</i>		AECOM Technical Services, Inc.	Gresham, Smith and Partners	Moreland Altobelli Associates, Inc.
1. Rate the firm's quality of leadership in Project Management for your project.				
Reference A		10	10	10
Reference B		10	0	0
Section Average		10.00	5.00	5.00
2. Rate the overall services of the firm's staff for the duration of the project.				
Reference A		9	10	10
Reference B		10	0	0
Section Average		9.50	5.00	5.00
3. Rate the firm's ability to meet the established project goals.				
Reference A		8	10	10
Reference B		10	0	0
Section Average		9.00	5.00	5.00
4. Rate the firm's technical assistance in program management				
Reference A		8	10	10
Reference B		10	0	0
Section Average		9.00	5.00	5.00
5. Rate the overall success of the project thus far.				
Reference A		9	10	10
Reference B		10	0	0
Section Average		9.50	5.00	5.00
Overall Average		9.40	5.00	5.00

USER NAME

PASSWORD

LOG IN

[Forgot Username?](#)[Forgot Password?](#)[Create an Account](#)

# Search Results

## Current Search Terms: AECOM\* technical\* services\* Inc.\*

Your search for "AECOM\* Technical\* Services\* Inc.\*" returned the following results...

**Notice:** This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.

Entity	AECOM TECHNICAL SERVICES, INC.	Status: Active	<a href="#">View Details</a>
DUNS:	003184462	CAGE Code:	4L767
Has Active Exclusion?:	No	DoDAAC:	
Expiration Date:	10/29/2016	Delinquent Federal Debt?	No
Purpose of Registration:	All Awards		
Entity	AECOM TECHNICAL SERVICES, INC.	Status: Active	<a href="#">View Details</a>
DUNS:	623979486	CAGE Code:	4DRC9
Has Active Exclusion?:	No	DoDAAC:	
Expiration Date:	04/19/2016	Delinquent Federal Debt?	No
Purpose of Registration:	All Awards		
Entity	Aecom Technical Services, Inc.	Status: Active	<a href="#">View Details</a>
DUNS:	079901535	CAGE Code:	7H0J2
Has Active Exclusion?:	No	DoDAAC:	
Expiration Date:	10/26/2016	Delinquent Federal Debt?	No
Purpose of Registration:	All Awards		
Entity	AECOM TECHNICAL SERVICES, INC.	Status: Active	<a href="#">View Details</a>
DUNS:	028696529	CAGE Code:	3WAN1
Has Active Exclusion?:	No	DoDAAC:	
Expiration Date:	10/29/2016	Delinquent Federal Debt?	No
Purpose of Registration:	All Awards		
Entity	Aecom Technical Services, Inc.	Status: Active	<a href="#">View Details</a>
DUNS:	625334438	CAGE Code:	3VXP1
Has Active Exclusion?:	No	DoDAAC:	
Expiration Date:	04/22/2016	Delinquent Federal Debt?	No
Purpose of Registration:	All Awards		
Entity	AECOM TECHNICAL SERVICES, INC.	Status: Active	<a href="#">View Details</a>
DUNS:	808908149	CAGE Code:	3RVB2
Has Active Exclusion?:	No	DoDAAC:	
Expiration Date:	06/17/2016	Delinquent Federal Debt?	No
Purpose of Registration:	All Awards		
Entity	AECOM TECHNICAL SERVICES, INC.	Status: Active	<a href="#">View Details</a>
DUNS:	101035975	CAGE Code:	31LB7
Has Active Exclusion?:	No	DoDAAC:	
Expiration Date:	05/11/2016	Delinquent Federal Debt?	No
Purpose of Registration:	All Awards		
Entity	AECOM TECHNICAL SERVICES, INC.	Status: Active	<a href="#">View Details</a>
DUNS:	879289528	CAGE Code:	3R8S1
Has Active Exclusion?:	No	DoDAAC:	
Expiration Date:	04/27/2016	Delinquent Federal Debt?	No
Purpose of Registration:	All Awards		

### Glossary

#### Search

#### Results



Entity

Exclusion

#### Search

#### Filters

By Record  
StatusBy  
Functional  
Area - Entity  
ManagementBy  
Functional  
Area -  
Performance  
Information

Entity	AECOM TECHNICAL SERVICES, INC.	Status: Active 
DUNS: 620433664	CAGE Code: 3J487	<a href="#">View Details</a>
Has Active Exclusion?: No	DoDAAC:	
Expiration Date: 04/21/2016	Delinquent Federal Debt? No	
Purpose of Registration: All Awards		
Entity	Aecom Technical Services, Inc.	Status: Active 
DUNS: 926945387	CAGE Code: 3R8Q5	<a href="#">View Details</a>
Has Active Exclusion?: No	DoDAAC:	
Expiration Date: 04/19/2016	Delinquent Federal Debt? No	
Purpose of Registration: All Awards		

SAM | System for Award Management 1.0

IBM v1.P.46.20160226-1435

WWW7

**Note to all Users:** This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



USER NAME

PASSWORD

LOG IN

[Forgot Username?](#)[Forgot Password?](#)[Create an Account](#)

## Search Results

### Current Search Terms: Pont\* engineering\* Inc.\*

Your search for "Pont\* Engineering\* Inc.\*" returned the following results...

**Notice:** This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.

Entity	PONT ENGINEERING, INC.
--------	------------------------

**DUNS:** 063290895**Has Active Exclusion?:** No**Expiration Date:** 02/08/2017**Purpose of Registration:** All Awards**CAGE Code:** 6T3F4**DoDAAC:****Delinquent Federal Debt?** No**Status:** Active ☐[View Details](#)

#### Glossary

##### Search

##### Results

Entity

Exclusion

##### Search

##### Filters

By Record  
StatusBy  
Functional  
Area - Entity  
ManagementBy  
Functional  
Area -  
Performance  
Information

SAM | System for Award Management 1.0

IBM v1.P.46.20160226-1435

WWW7

**Note to all Users:** This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



USER NAME

PASSWORD

**LOG IN**[Forgot Username?](#)[Forgot Password?](#)[Create an Account](#)

# Search Results

**Current Search Terms: southeastern\* engineering\* Inc.\***

**Notice:** This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.

**No records found for current search.**

## Glossary

[Search](#)[Results](#)[Entity](#)[Exclusion](#)[Search](#)[Filters](#)[By Record  
Status](#)[By  
Functional  
Area - Entity  
Management](#)[By  
Functional  
Area -  
Performance  
Information](#)

SAM | System for Award Management 1.0

IBM v1.P.46.20160226-1435

WWW1

**Note to all Users:** This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



USER NAME

PASSWORD

LOG IN

[Forgot Username?](#)[Forgot Password?](#)[Create an Account](#)

## Search Results

### Current Search Terms: ranger\* consulting\* Inc.\*

Your search for "Ranger\* Consulting\* Inc.\*" returned the following results...

**Notice:** This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.

Entity **Ranger Consulting Inc**

Status: **Active**

DUNS: 169936387

CAGE Code: 330U3

[View Details](#)

Has Active Exclusion?: No

DoDAAC:

Expiration Date: 07/07/2016

Delinquent Federal Debt? No

Purpose of Registration: All Awards

#### Glossary

[Search](#)[Results](#)[Entity](#)[Exclusion](#)[Search](#)[Filters](#)[By Record  
Status](#)[By  
Functional  
Area - Entity  
Management](#)[By  
Functional  
Area -  
Performance  
Information](#)

SAM | System for Award Management 1.0

IBM v1.P.46.20160226-1435

WWW7

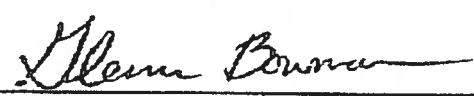
**Note to all Users:** This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.





**STATE OF GEORGIA DEPARTMENT OF TRANSPORTATION  
NOTICE OF PROFESSIONAL CONSULTANT QUALIFICATION**

You are qualified to provide Consulting Services to the Department of Transportation for the  
area-classes of work checked below. Notice of qualification is not a notice of selection.

NAME AND ADDRESS	ISSUE DATE	DATE OF EXPIRATION
AECOM Technical Services, Inc. 1360 Peachtree Street, Suite 500  Atlanta, GA 30309	3/16/15	2/28/18
<b>SIGNATURE</b> 		
<b>1. Transportation Planning</b> <input checked="" type="checkbox"/> 1.01 State Wide Systems Planning Urban Area and Regional Transportation Planning <input checked="" type="checkbox"/> 1.02 Planning <input checked="" type="checkbox"/> 1.03 Aviation Systems Planning <input checked="" type="checkbox"/> 1.04 Mass and Rapid Transportation Planning <input checked="" type="checkbox"/> 1.05 Alternate System and Corridor Location Planning 1.06 Unknown <input checked="" type="checkbox"/> 1.06a NEPA Documentation <input checked="" type="checkbox"/> 1.06b History <input checked="" type="checkbox"/> 1.06c Air Studies <input checked="" type="checkbox"/> 1.06d Noise Studies <input checked="" type="checkbox"/> 1.06e Ecology <input checked="" type="checkbox"/> 1.06f Archaeology 1.06g Freshwater Aquatic Surveys <input checked="" type="checkbox"/> 1.07 Attitude, Opinion and Community Value Studies <input checked="" type="checkbox"/> 1.08 Airport Master Planning <input checked="" type="checkbox"/> 1.09 Location Studies <input checked="" type="checkbox"/> 1.10 Traffic Studies 1.11 Traffic and Toll Revenue Studies <input checked="" type="checkbox"/> 1.12 Major Investment Studies <input checked="" type="checkbox"/> 1.13 Non-Motorized Transportation Planning	<b>3. Highway Design Roadway (Continued)</b> <input checked="" type="checkbox"/> 3.09 Traffic Control Systems Analysis, Design and Implementation 3.10 Utility Coordination 3.11 Architecture 3.12 Hydraulic and Hydrological Studies (Roadway) <input checked="" type="checkbox"/> 3.13 Facilities for Bicycles and Pedestrians 3.14 Historic Rehabilitation <input checked="" type="checkbox"/> 3.15 Highway Lighting 3.16 Value Engineering 3.17 Design of Toll Facilities Infrastructure	
<b>2. Mass Transit Operations</b> <input checked="" type="checkbox"/> 2.01 Mass Transit Program (Systems) Management <input checked="" type="checkbox"/> 2.02 Mass Transit Feasibility and Technical Studies 2.03 Mass Transit Vehicle and Propulsion System Mass Transit Controls, Communications and Information Systems 2.04 <input checked="" type="checkbox"/> 2.05 Mass Transit Architectural Engineering <input checked="" type="checkbox"/> 2.06 Mass Transit Unique Structures 2.07 Mass Transit Electrical and Mechanical Systems Mass Transit Operations Management and Support Services <input checked="" type="checkbox"/> 2.08 <input checked="" type="checkbox"/> 2.09 Aviation 2.10 Mass Transit Program (Systems) Marketing	<b>4. Highway Structures</b> <input checked="" type="checkbox"/> 4.01 Minor Bridges Design <input checked="" type="checkbox"/> 4.02 Major Bridges Design 4.03 Movable Span Bridges Design 4.04 Hydraulic and Hydrological Studies (Bridges) <input checked="" type="checkbox"/> 4.05 Bridge Inspection	
<b>3. Highway Design Roadway</b> <input checked="" type="checkbox"/> 3.01 Two-Lane or Multi-Lane Rural Generally Free Access Highway Design <input checked="" type="checkbox"/> 3.02 Two-Lane or Multi-Lane with Curb and Gutter Generally Free Access Highways Design Including Storm Sewers Two-Lane or Multi-Lane Widening and Reconstruction, with Curb and Gutter and Storm Sewers in Heavily Developed Commercial, Industrial and Residential Urban Areas <input checked="" type="checkbox"/> 3.03 Multi-Lane, Limited Access Expressway Type Highway Design <input checked="" type="checkbox"/> 3.04 Design of Urban Expressway and Interstate <input checked="" type="checkbox"/> 3.05 Traffic Operations Studies <input checked="" type="checkbox"/> 3.06 Traffic Operations Design 3.07 3.08 Landscape Architecture	<b>5. Topography</b> 5.01 Land Surveying 5.02 Engineering Surveying 5.03 Geodetic Surveying 5.04 Aerial Photography 5.05 Aerial Photogrammetry 5.06 Topographic Remote Sensing 5.07 Cartography 5.08 Subsurface Utility Engineering	
	<b>6. Soils, Foundation &amp; Materials Testing</b> 6.01a Soil Surveys 6.01b Geological and Geophysical Studies 6.02 Bridge Foundation Studies Hydraulic and Hydrological Studies (Soils and Foundation) 6.03 6.04a Laboratory Materials Testing 6.04b Field Testing of Roadway Construction Materials <input checked="" type="checkbox"/> 6.05 Hazard Waste Site Assessment Studies	
	<b>8. Construction</b> <input checked="" type="checkbox"/> 8.01 Construction Supervision	
	<b>9. Erosion and Sedimentation Control</b> <input checked="" type="checkbox"/> 9.01 Erosion, Sedimentation, and Pollution Control and Comprehensive Monitoring Program <input checked="" type="checkbox"/> 9.02 Rainfall and Runoff Reporting Field Inspections for Compliance of Erosion and Sedimentation Control Devices Installations 9.03	